

# SALT LAKE CITY

March 17 - 20, 2005

South Towne Exhibition Center, 9575 S. State St., Sandy, UT 84070  
Phone; 801-565-4490; Fax: 801-565-4457; www.southtowneexpo.com

## HOURS

### Public Hours

**\*All exhibits must be staffed during ALL show hours**

Thursday-Friday: 12pm – 9pm

Saturday: 10am – 9pm

Sunday: 10am – 5pm

### Set-Up & Registration Hours

**\*No drive-in after 5pm Wed.; No drive-in Thurs.**

#### Bulk Areas:

Tuesday: 1pm – 7pm

Wednesday: 9am – 3pm

#### All Booth Numbers:

Tuesday: 4pm – 7pm

Wednesday: 9am – 8pm

Thursday: 8am – 11am

#### Booth Space #'s with an "L" in front

Wednesday: 5pm – 7pm

Thursday: 8am – 11am

### Move-Out Hours

Sunday: 5:15pm – 10pm

Monday: 8am – 12pm

## CONTACT INFORMATION

### Decorator/Electrical Services

Modern Exposition Services

(Mail only)

424 South 700 East

Salt Lake City, UT 84102

Customer Service: Ph: 801-983-8160

Fax: 801-521-3040 exponet@modernexpo.com

### Phone Service

South Towne Expo Center

Phone: 801-565-4490; Fax: 801-565-4457

### Headquarter Hotel

Comfort Inn

8955 South 255 West, Sandy, UT 84070

Phone: 801-255-4919; Fax: 801-255-4998

\$47 Single, \$52 Double + tax; Cut-off: 2/21/05

Show shuttle, Complementary Breakfast

Many places to eat close by

Close to Southtowne Mall

\*See Exhibitor services chart page 20-21, for more information.

## Registration & Set-up:

**Directions to Registration Desk** - Registration is located on the exhibit floor in Hall 3.

**Exhibitor Badges** - Exhibitor badges are required before set-up and need to be picked up at registration.

**Unloading** - The freight dock unloading entrances are at the back of the Exposition Hall. You will be directed to the ramp or dock space closest to your exhibit space. Exhibitors may drive into the Exhibit Hall, quickly unload, park your vehicle in the parking lot, and then set-up your exhibit.

**Late Arrival** - Exhibitors arriving after the show opens will not be permitted to set-up; your space is forfeited.

## Exhibitor Parking:

On-site parking – FREE! Exhibitors are required to park behind the Exhibition Building. Empty trailers are also to park behind the Exhibition Building. Entrance is on the south side of the Exhibition Building.

**Sales Tax:** 6.6% (tax rate is subject to change – see Instruction page 4.)

## Permits Required:

**Food** – Health permit and Certificate of Insurance required. Please contact ISE.

**City Permit/license** – NOT REQUIRED. See page 4 for details.

**State License** - REQUIRED. See page 4 for details.

## Tear Down Instructions: **Early Tear down is NOT permitted!**

Keep displays **OFF the aisle carpet!** For safety, please wait for the public to clear before tearing down your exhibit. **5:15pm** Exhibitors may carry out to their vehicle. At 6:00pm, the Exhibit Hall drive-in ramp doors will open.